

## CHECKLIST FOR STUDY VISA D (Internship Programs)

1.	<input type="checkbox"/>	<b>Visa application, duly filled out in English and signed by the applicant (for minors: signed by parents or legal guardian).</b>
2.	<input type="checkbox"/>	<b>Two recent passport pictures</b> <i>Photo must be: 35 mm wide, 45 mm high, photo must be well contrasted person, must look straight into the camera, head must be straight, not tilted, mouth closed, head must take up 2/3 of the photo, but must not exceed 36 mm in height, eyes must be in the upper middle of the photo, eye color must be clearly recognizable, distance between the two pupils must be between 8 and 10 mm, white background). Any alterations (like Photoshop etc.) are strictly forbidden.</i>
3.	<input type="checkbox"/>	<b>Valid passport</b> <i>At least two free pages, validity of at least 90 days after expiration of Visa requested and at least 6 months from the date of submission; duly signed.</i>
4.	<input type="checkbox"/>	<b>Residence Permit (only for Non-British Citizens)</b> <i>Original and copy of residence permit, valid for at least 90 days after coming back from the Schengen states.</i>
5.	<input type="checkbox"/>	<b>Two copies of applicant's passport's first page and copies of previous visas issued in the last 3 years from any other Schengen country.</b> <i>If Visas are in old passport: copy of the first page of the old passport and copies of relevant visas.</i>
6.	<input type="checkbox"/>	<b>Cover Letter</b> <i>A cover letter explaining the reason of your intended stay in Italy.</i>
7.	<input type="checkbox"/>	<b>Documentation concerning the internship program</b> <i>Internship programs are organized by authorized entities (as per Art. 2 paragraph 1 of Decree of Ministry of Labor and Welfare N. 142 dated 03.25.1998) and are implemented according to a specific agreement between the promoting institution and the hosting employer. The visa can be requested by presenting a formal internship project (as per Art. 18 of Law N. 196/97 and Art. 4 of the D.M. N. 142/98) duly stamped by the competent Italian Region or Ministry.</i>
8.	<input type="checkbox"/>	<b>Transcript of previous studies in the applicant's home country.</b> <i>A transcript is a detailed record of your marks or grades that has been generated by your current or former university. Usually this will be a document, either on paper or online, with a list or table of the individual modules, papers or courses you have completed with a numerical and/or letter grade against each.</i>
9.	<input type="checkbox"/>	<b>One way travel ticket reservation</b> <i>If travelling by plane, train or bus the ticket must be printed directly from the airline/train line/bus operator, showing passenger's name, dates, from/to.</i> <b>If travelling by car, ferry tickets or Eurotunnel</b> tickets are required, alongside with car registration (original plus photocopy) car insurance (original plus photocopy) and driving license. If renting a car, the same documentation is required plus the car rental documents. <b>If travelling to multiple Schengen countries</b> , travel tickets between each country is mandatory.
10.	<input type="checkbox"/>	<b>Proof of accommodation</b> <i>Registered rental agreement or hotel reservation covering at the least the first 15 days of stay. In case the applicant is staying with friends/family, a letter of invitation is required [for a template click here] along with the host's Passport / ID where the signature of the holder appears. If the host is a non-European Union citizen, copy of a valid resident permit is also required.</i>
11.	<input type="checkbox"/>	<b>Medical insurance</b> <i>Must be issued by an insurance company in the UK or in the Schengen area. Must cover at least the first 15 days of stay, must report full name of applicant as per passport, must be valid for the whole Schengen Area, minimum coverage of 30.000 Euro for urgent hospitalization or repatriation expenses. <b>A special insurance policy for student with INA ASSITALIA is available through Universities upon arrival in Italy. If the insurance cover is not specified in the acceptance letter from the Italian university, a declaration in a form of "affidavit" (self-declaration) is required.</b></i>
12.	<input type="checkbox"/>	<b>Proof of financial means of support in Italy as per <a href="#">Ministry of Interior Directive 1.3.2000</a></b> <i>Statement, of a British bank account, of the last 3 months updated to maximum 7 days before date of submission with stable transactions, name of the applicant shown on the statement must be the same as on passport, current accounts with positive balance only, savings accounts can be shown as well but only as ancillary document.</i>
13.	<input type="checkbox"/>	<b>(If applicable) For applicants with insufficient finances sponsored by a direct family member in the UK.</b> <i>Sponsor letter [click here to download format] from close relative only (parents, spouses) who wishes to sponsor the applicant, proof of family relationship must be submitted (original and copy of birth certificate, showing the names of the parents, or marriage certificate updated within the last 6 months), statement of the last three months of the sponsor's British current account updated to maximum 7 days before date of submission. Saving accounts can be shown as well but only as ancillary document. <b>If submitting documents, to prove family relationship, from countries other than the UK and Italy, legalization from competent Embassy/Consulate in the UK is required.</b></i>

**IMPORTANT NOTES:**

**Processing time for a national Visa (Type D) can take up to 90 days.**

**The Consular administration has full authority to evaluate and request additional documentation, if deemed necessary, in addition to what is submitted. Furthermore, the applicant is hereby informed that submitting all required documentation does NOT guarantee the issuance of any particular visa.**

**Dear Applicant,**

**A complete application is a crucial step for a fast processing of your visa.**

**Please do not provide any document in the form of a screenshot or photo. All documents must be presented in A4 format.**

**If the Visa Application Center asks to present anything you do not have at the moment of submission, you can either choose to provide it or not, but please consider that our staff is addressed by the Italian Consulate in London NOT to accept any incomplete / incorrect applications.**

**I, the applicant, declare that I have been informed by VFS staff about any incomplete / incorrect documentation regarding my Visa application and that I received back all my original documents, which I had showcased as evidence to the VFS counter staff.**

**Date:**

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**Signature of Applicant:**

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Name of VFS Staff:

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